

1/4

Blank Timesheet Dispatcher

Blank timesheets can be sent out by Email, Post (printed) or Fax.

Types of timesheets that can be used are Single Timesheet to Temp/candidate, Single Timesheet to Client or Multiple Timesheets to Clients.

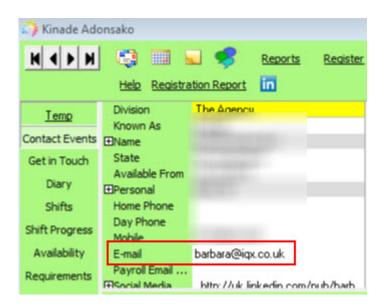
Fields Used for Dispatch

The default dispatch method and type are set by Division in Agency Setup. If the relevant timesheet type and dispatch method are blank against a vacancy/booking then the defaults for that division will be used. Any vacancy/booking which needs to use a different method than the defaults must have the relevant questions set:

Questionnaire	Client Department	-	
Website	=***Vacancy O'aire***		
Setup	Blank Timesheet Type	Multiple to client	
Site Details	Blank Timesheet Sending	Email	
Web Publish	Blank Timesheet Format	PDF	▼
Miscellaneous			

When sending the by Email or Fax the relevant email address/ fax number must exist in the correct field.

If dispatch type is to temp/candidate then the email or fax must exist in the candidate records. If no address exists it will be printed and dispatch method recorded as POST.



When sending by EMAIL or FAX to a client, the first place the relevant address will be looked for is in the vacancy/booking site details.



2024/06/04 17:11		2/4	Blank Timesheet [
Placements Timesheets Site Details	Site Contact Site Role Phone Numbers		
Web Publish	Fax		
Miscellaneous	E-Mail	vhs@iqx.co.uk	
Location Man	Address		

If there is no entry in site details, it will default to the vacancy contact email or fax from the client record.

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Contacts	Division			⊡ Contact	A Stephens	
	Group Head	10 Group PLC		Primary		
Contact Events	EName	A & M Stephens		Direct Phone		
AWR	⊞Address	19 Albany Street, Edinburgh, Poland,		Mobile		
	⊞Phone	01835 824970		E-mail	viola@igx.co.uk	
AWR Closures	Account Code	AMS001 (Invoice)	i I	Direct Fax	34 12	
Vacancies	Invoice Address	19 Albany Street Edinburgh Poland EH		Job Title		

If no details exist in either the Site Details or Client Record then the timehsheet will be PRINTED and dispatch method recorded as POST.

Using the Dispatcher

If dispatching is enabled and set up correctly on your database, a new Dispatch button will appear above the grid on the Temp Desk Timesheet View and two new fields appear on the grid - Dispatch Date and Dispatch Method.

😵 Temp Desk	:									
Desk Demo - Industr	al 1 💌	View Weekly Con		Year Week 2011 € 24 € Ends	18/09/2011	(Current) <u>Proc</u>	<u>ess Update</u>	<u>Close Help</u>		
Vacancies Temps	Search Exp	iand <u>Ad</u>	d <u>Vac</u> a	ancy <u>Applicant C</u>	ireate	Dispatch	1 2	Count:	Docume	nt 🗆
Placements	Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Date	Dispatch Method
Timesheets	2511 2512		NEW NEW	Nawrot, Karol Kurtulmus, Nilgun	NEG101 KEM003	National Express Gr Kembrev PLC	Administrator Administrator			
AWR Temps	2513		0000LX	Black, Ralph	ABC001	ABC Contract Servic	Accounts Assista	ant		
AWR Checking	2514 V2532		0000KL NEW	Slack, Latisha Barton, James	SP01 AMS001	Specialmove Consul A & M Stephens	Secretary AWR Operative			

Dispatching is best run from a single temp desk at a time not all.

If in doubt double check the vacancies/bookings to check that any that need to be set to different methods / types from the default are set correctly.

You need to first CREATE the provisional timesheets for the week, and then use the dispatch button.

You will then be asked to:

1. Select the Division (it is possible to select for ALL divisions. Note that companies with no



2024/06/04 17:11

division set will not be sent anything)

- 2. Select a Client Code if you wish to send for just one client at a time, or select ANY for all.
- 3. Optional Enter a custom line of text. This will appear as the first line of the Email above any default Division Timesheet Text.
- 4. Confirm that you wish to send the Blank Timesheets YES to send NO to cancel.

3/4

IQX will then dispatch all Timesheets according to the parameters set and selected. The Dispatch Date will be the date that the dispatch was run and the Dispatch Method will show the relevant code set in your database.

Temp Desk	-		C. P. S. S.		and the second second					
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								<u></u>	<u></u>	
/acancies	S	earch Exp	and Ad	d <u>Vaca</u>	ancy <u>Candidate</u> Ci	reate	Dispatch	. ?	Count: Do	cument 🔲 Show Hours
Temps	-				and a second	1				
acements		Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Dispatch Date Method
ancy Shifts	•	V3432		0000K6	Jeffrey Carroll		The Stationary Shop	Another test for vi	s	23/10/2 ND
		V3433		NEW	Raymond Callender		The Stationary Shop	Another test for vi		23/10/2 EM
Shifts		V3434		NEW	Eleanor Ryman		The Stationary Shop	Another test for vi		23/10/2 PT
nesheets		V3435		NEW	Jason Grant Heath		The Stationary Shop	Another test for vi	s	23/10/2 EM
		V3437		NEW	Jason Grant Heath	509	3I Group PLC	Test for Jade script		
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- Only timesheets that were successfully dispatched will have the dispatch date & method details populated against them.
- If there is no Email or Fax address found and that is the intended dispatch method, the timesheet will be printed instead.
- Timesheets added later can be sent as only timesheet lines with blank dispatch information are sent went using the dispatch button.
- If you need to dispatch a timesheet again, you need to clear the dispatch details by right clicking on the relevant line and selecting Clear Dispatch Details.

• Running the dispatch only picks up lines for provisional timesheets with NO dispatch details existing.

Go back to Temp Desks

2024/06/04 17:11



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4/4

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